0+M 1-1

11 FEB 1988

| | MEMORANDUM FOR: | Director of Communications | | | | | |
|---------------|---|---|--|--|--|--|--|
| 25 X 1 | FROM: | Acting Director of Logistics | | | | | |
| | | | | | | | |
| 25 X 1 | SUBJECT: | Procurement Management Review of P&SB/WBG/AMD/OC | | | | | |
| | | | | | | | |
| c | (OL/PMS), which of the Agency's procurement manainvolved in Ager | curement Management Staff, Office of Logistics has the responsibility for the review and monitoring procurement system, is continuing a program of agement reviews (PMR) of all procurement units acquisition. OL/PMS plans to begin a PMR of the | | | | | |
| 25 X 1 | | nications Procurement and Supply Branch (P&SB), in February 1988. | | | | | |
| | The PMR is not intended to be an audit or inspection along the lines of the Inspector General's activities, nor is it intended to create additional work for P&SB or the OC program managers. Rather, its purpose is to support the efforts of P&SB and to assist you and | | | | | | |
| 25 X 1 | vour program mar | nagers in performing your mission more effectively. | | | | | |
| 25X1 | | o-member PMR team will be headed by cs review will address five major areas: | | | | | |
| | ° Manag | gement of the Procurement Function | | | | | |
| | ° Preav | ward Contract Activities | | | | | |
| | Contract Award ActivitiesContract Administration | | | | | | |
| | | | | | | | |
| | ° Conti | ract Settlement and Closeout | | | | | |
| 25 X 1 | The review of the above areas will involve interviews with the members of P&SB and program personnel and the perusal of a representative sample of contract files, including requests for proposals, active contracts, contracts in settlement, and settled contracts. | | | | | | |
| 25 X 1 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| 3. The Chief, P&SB, |
|--|
| planned PMR. The PMR team will be working in close coordination |
| with throughout the review. |
| 4. Once again, we wish to assure you that the purpose of t |
| PMR is to work in a constructive manner with OC to enable |
| the identification of improvements in the quality of P&SB procur |
| unit and to provide remedies for current difficulties that P&SB |
| unit and to provine remedies for current difficulties that Pass |
| be experiencing. |

25X1

cc:

Declassified in Part - Sanitized Copy Approved for Release 2012/12/20 : CIA-RDP91-00981R000200200007-5

CONFIDENTIAL

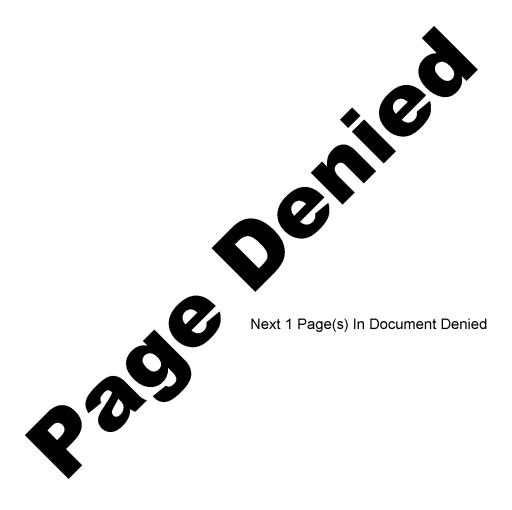
Distribution:
Orig - Addressee
1 - OL/PMS Official
- OL Files
1 - C/P&SB/WBG/AMD/OC
1 - OL/PMR Team Chief
1 - OL/PMS Chrono

25X1

OL/PMS/

Declassified in Part - Sanitized Copy Approved for Release 2012/12/20 : CIA-RDP91-00981R000200200007-5

(8 Feb 88)



WORK IN PROCESS REPORT FUNDED REQUISITIONS

| CONTRACT TEAM | | | | | | |
|---------------|------------|--|------|---|---------------|-------------|
| REPORTING DAT | E | | | | | |
| REQUISITIONS | | • | | | | |
| | LESS THAN | | | | | |
| | 30 DAYS | 30-60 | DAYS | | OVER 60 | DAYS |
| | NUMBER \$ | NUMBER | \$ | | NUMBER | 1\$ |
| | | | 1 | | | 1 |
| | | | 1 | | | |
| Production | 1 | | 1 | | | 1 |
| R&D | 1 | | 1 | | | 1 |
| Services | | | 1 | | | 1 |
| | | .: | | | | |
| TOTAL | | | | | | |
| | | | | • | | |
| | | | | | | |
| FUNDING | RECEIVED | | | COMPLET | ED | |
| | NUMBER \$ | | | NUMBER | \$ | |
| | | | | | 1 | |
| | | ************************************** | | *************************************** | - | |
| Production | | · · · · · · · · · · · · · · · · · · · | | | <u> </u> | |
| R&D | | Mr. | | | <u>'</u> | |
| Services | <u> </u> | | | | 1 | |
| | • | | | | | |
| | • | · | | | | |

Signature of Team Chief

CONFIDENTIAL